

TOWN OF ADDISON FIREFIGHTER/PARAMEDIC POSITION



Thank you for your interest in employment with the Town of Addison Fire Department. Here you will find answers to questions you may have about salary, benefits, job duties, and the selection process. *If you have further questions, please call (972) 450-7201.*

The starting salary for a Firefighter/Paramedic ranges between \$43,476 and \$46,126 per year, depending on certifications and experience. The top salary is \$63,918. You may attain top salary through annual meritorious performance increases. Addison is an equal employment opportunity employer and we welcome all qualified candidates. We hire on an as-needed basis and utilize a list of qualified candidates from the hiring process which is held once a year or until the list has been exhausted.

The hiring process consists of the following. *Candidates may be disqualified at any step of the selection process.*

- Completion of an application
- Written entrance exam
- Physical fitness test
- Oral interview
- Background investigation
- Driving record check
- Polygraph exam
- Individual interview with the Fire Chief
- Post-offer drug screen and medical exam
- Post-offer psychological assessment

MINIMUM QUALIFICATIONS

- Must be a certified Paramedic with the Texas Department of State Health Services. Once hired you must maintain Paramedic certification as a condition of continued employment.
- Must have completed 30 college hours with a minimum 2.0 GPA.
- Once hired, if not already certified as a Basic Firefighter with the Texas Commission on Fire Protection, you will be required to obtain and maintain certification as a condition of continued employment.
- Once hired, if not already certified as a Basic Aircraft Rescue Firefighter with the Texas Commission on Fire Protection, you will be required to obtain and maintain certification as a condition of continued employment.
- Must hold a valid Texas Driver's License. Once hired, you will be required to obtain a class B Texas Driver's License within one year of employment.
- Must have a safe driving record which shall be defined as no more than three moving violations in the last 36 months, no record or threat of license suspension, and no

TOWN OF ADDISON FIREFIGHTER/PARAMEDIC POSITION

record of driving while under the influence of drugs or alcohol.

- Must not have made any false or misleading statements or attempted any deception or fraud at any stage of the selection procedure.
- Must be of good character as determined by investigation of criminal history, credit history, driving record, past employment, military history, and general background references verifying applicant conduct consistent with position requirements.
- Must appear for all required examinations and interviews at the appointed hour. Applicants who fail to appear for any appointment will be disqualified.
- Shall not be addicted to the use of narcotics or habit-forming drugs or the excessive use of alcoholic beverages or liquors. Must refrain from smoking on Town property or in Town owned vehicles.
- Must pass physical fitness test as described in this packet. Once hired, must maintain required physical and mental fitness as a condition of continued employment.
- Must pass polygraph exam and post-offer psychological assessment. Must be emotionally sound and free from any defect, which might adversely affect the performance of essential job duties.
- Must pass post-offer medical exam by Town appointed physician. Must be physically sound and free from defect, which might adversely affect the safe performance of essential job duties.
- Once hired, must maintain a telephone for emergency callback purposes
- Once hired, must work overtime when requested

JOB DESCRIPTION

CONTROLS AND SUMMARY

Under direct supervision of a Fire Lieutenant or other higher-ranking officer to perform fire suppression, fire prevention, emergency medical services, rescue, and salvage duties.

Incumbent must work within the guidelines set forth in the departmental standard operating procedures (SOP's) while working on routine daily assignments and emergency incidents.

ESSENTIAL JOB FUNCTIONS

Answers fire, rescue, medical, and other emergency calls. Performs all tasks associated with basic firefighting, driving and operating emergency vehicles which include carrying hose and connecting to water supplies; setting up and climbing ladders; knowledge of fire pumps; fire service hydraulics; safe driving practices; pump operations; applying water and chemical streams; ventilating buildings; participating in salvage operations; performing rescue duties on the fire ground and accident scene. Conducts routine fire inspections. Maintains fire apparatus in a constant state of readiness. Performs paramedic duties which include responding to emergency medical calls; checking patient vital signs; evaluating conditions and applying the appropriate protocols as required through the use of standing orders and under the direction of medical control; providing recommended treatment including drug calculations, intravenous solutions or medications. Operates medical equipment such as cardiac monitor, defibrillator, oxygen masks and cylinders, and pulse oximeter. Transports patients to hospitals. Participates

TOWN OF ADDISON FIREFIGHTER/PARAMEDIC POSITION

in training courses to maintain or upgrade certifications. Maintain knowledge of district and facilities within district. Prepares various written reports. Participates in required physical fitness training exercises to maintain required fitness level. Performs fire inspection duties and drives apparatus and ambulances when assigned.

OTHER JOB FUNCTIONS

Participates in inspections, community education and service, pre fire planning, and other prevention-related activities. Cleans and cares for station house and supplies. Conducts daily routine equipment checks. Tests fire hydrants and hose. Conducts water flow analyses. Maintains files and records. Performs other related tasks as assigned or directed.

ATTENDANCE REQUIREMENTS

Expected to work rotating shifts, 24 hours on duty, followed by 48 hours off duty for a total of 7 shifts in a 21-day work period. May work swing shifts and overtime hours if assigned. Schedule may be modified as needed for assigned training.

WORK ENVIRONMENT

Incumbent may be exposed to serious physical dangers and extremes of weather. May work under stressful conditions demanding a great deal of physical strength and agility, mental alertness, and concentration. When not engaged in emergency operations, works under normal conditions. Will be required to wear and use prescribed safety gear and to follow department safety regulations and policies.

PHYSICAL REQUIREMENTS FOR ESSENTIAL JOB FUNCTIONS

Based on a study of actual job performance, the Addison Fire Department has determined the following fitness level as a minimum requirement to perform the essential job functions in the daily operations required of all fire suppression personnel.

ENVIRONMENT

Firefighters are required to function both indoors and outdoors, subject to all types of weather and environmental conditions, such as cold, humidity, oxygen-deprived, hazardous atmospheric conditions, biomedical hazards, electrical emergencies, explosive dangers, extreme heat, heavy smoke, and mechanical hazards of all kinds.

ESSENTIAL TOOLS & EQUIPMENT

Firefighters must be able to operate safely all essential equipment for fire-ground operations including hand-held and mobile radio units, computer keyboards, telephones, Mapsco, hazardous-incident reference materials, self-contained breathing apparatus, full turn-out equipment, various types of specific rescue equipment (the Jaws, air bags, etc.), fire hose with various nozzles and life-support devices such as oxygen and airway-management equipment.

TOWN OF ADDISON FIREFIGHTER/PARAMEDIC POSITION

FINE MOTOR SKILLS

Firefighters must be able to operate the keys and locking devices found in various homes and buildings, flashlights, basic and advanced life-support equipment; must have the digital dexterity needed to operate a computer keyboard and radio units.

VEHICLE OPERATION

Firefighters must be able to safely and legally operate a motor vehicle in Texas at various speeds in heavy traffic, day or night, during rain, snow, ice and/or other emergency conditions.

PHYSICAL DEMANDS

Firefighters must be able to perform all duties while wearing full turnout equipment including a self-contained breathing apparatus. Total weight of full turnout equipment is approximately 60 pounds. Tasks may involve advancing with fully-charged fire hoses; setting and climbing ground ladders; attempting forcible entry or extrication using axes, chain saws, the Jaws, or airbags; and the lifting and removal of victims, property and department equipment from various emergency settings.

ENDURANCE

Firefighters must have the endurance to conduct forcible entry, fire suppression and overhaul operations during an emergency situation for a minimum of twenty consecutive minutes, while wearing full turnout equipment.

STRENGTH

Firefighters must have enough overall body strength to swing axes, operate all types of fire equipment including the JAWS, and to remove adult victims from the fire scene while wearing full turnout equipment.

PHYSICAL MANIPULATIONS

Firefighters must be able to perform various physical manipulations including setting-up and climbing ladders; crawling on floors to locate victims; twisting the upper body to make entry or manipulate equipment; bending and stooping to pick up a victim or equipment, and kneeling to perform CPR. Most of these tasks must be performed while wearing full turnout equipment.

COMMUNICATION & IDENTIFICATION SKILLS

VISION

Firefighters must be able to determine colors of fire, smoke, and traffic lights; must be able to see and identify house numbers; must be able to read labels in order to identify compressed storage tanks, poisons, and biomedical hazards. Because it is necessary to establish a good seal while wearing the facemask, no eyeglasses may be worn.

TOWN OF ADDISON FIREFIGHTER/PARAMEDIC POSITION

HEARING

Firefighters must be able to hear and understand conversational tones, both in person and over the radio in order to receive directions and operational orders from various locations, and to hear victims calling in distress.

SPEAKING

Firefighters must be able to speak clearly enough to communicate their location and needs, and to deliver a verbal warning to others, if warranted, both in person and via radio or telephone lines.

COGNITIVE JOB FUNCTIONS

Firefighters must be able to read and write English well enough to study fire reference materials; policies and procedures; maps; and be able to maintain required records and documentation.

EMOTIONAL STABILITY

Firefighters must be calm and stable in emergencies and able to follow orders and help calm others in distress. Must be willing to risk life and limb to save the lives of other firefighters or accident and disaster victims.

DESCRIPTION OF PHYSICAL FITNESS TEST

You will be expected to report for your physical fitness test, dressed appropriately, at the time and place assigned. Before your test begins you will have time for a series of warm-up exercises. The physical fitness test consists of the exercises described below. Passing scores in the tested areas are based on criteria developed through an analysis of essential job functions.

SCENARIO #1 - HOSE ADVANCE AND VICTIM RESCUE

Situation: The subject must advance a hose line, carry and simulate the operation of a rescue tool, and drag a 175 pound dummy 50 feet.

Subject: Subject will be dressed in a full set of protective clothing and SCBA.

Tasks:

1. On the command "Go," the subject exits a fire engine and steps to the ground.
2. Subject moves to a charged hose line 10 feet away.
3. Subject advances the charged hose line 80 feet away.
4. Subject returns to the engine and gets the rescue tool.
5. Subject carries the rescue tool 80 feet and simulates operating the tool for 30 seconds.
6. Subject moves 10 feet to the 175 pound dummy.
7. Subject drags dummy 50 feet.

Time Limit: 2 minutes and 18 seconds

TOWN OF ADDISON FIREFIGHTER/PARAMEDIC POSITION

SCENARIO #2 - BUILDING ENTRY

Situation: The subject must complete a simulated building entry.

Subject: Subject will be dressed in a full set of protective clothing and SCBA.

Tasks:

1. On the command "Go," the subject exits the fire engine and steps to the ground.
2. The subject removes a 14 foot extension ladder, lowers it to the ground, steps back one step, steps forward, picks up the ladder, and returns it to the engine.
3. Subject moves to the rear of the engine and picks up a 70 pound high-rise pack.
4. Subject receives with pack to bleacher steps approximately 60 feet away.
5. Subject goes up 30 steps, takes a left turn and goes 75 feet to stairs.
6. Subject goes up and down 12 steps and drops the high-rise pack.
7. Subject walks 10 feet on a balance beam, proceeds to another set of stairs and goes down and up 12 steps 3 times.
8. Subject proceeds the way back he/she came and picks up a high-rise pack.
9. While carrying the pack, the subject proceeds 75 feet down the bleachers, continues to carry the pack to the engine and places it on the rear tailboard.
10. Subject goes to ladder and climbs to the 2nd story (bleacher deck).
11. Subject lifts and lowers hose line (40 pounds) on a rope.
12. Subject proceeds 160 feet to the stairs and goes down and up 12 steps 3 times.
13. The subject proceeds 150 feet back to the stairs and goes down to the base of the bleachers.
14. Subject picks up a sledgehammer and makes 10 strikes on a railroad tie.

Time Limit: 9 minutes and 19 seconds

ABOUT THE ADDISON FIRE DEPARTMENT

Operating from two stations, the AFD provides emergency management, fire prevention, fire suppression, and emergency medical services to all 4.3 square miles of the Town, as well as aircraft rescue and firefighting protection for the Addison Airport. Our mainline apparatus consist of two engines, two MICU ambulances, one ladder truck, one crash rescue vehicle and one utility squad. In addition, we keep one engine and one MICU available at all times as backup vehicles.

The Town of Addison is nationally known for having one of the most progressive fire sprinkler ordinances in the world. With few exceptions, all buildings over 500 square-feet- including residences are equipped with an approved fire sprinkler system when they are constructed. Adopted in 1992, this life saving prerequisite has become a model for many communities around the Country.

TOWN OF ADDISON FIREFIGHTER/PARAMEDIC POSITION

In addition to handling emergencies, the AFD also offers a number of services to the community including residential smoke detector battery changes, home and business fire inspections, fire safety training classes, and CPR training.

The Addison Fire Department consists of 53 positions: 27 Firefighter/Paramedics; 9 Driver/Operators; 6 Lieutenants; 3 Captains; 3 Battalion Chiefs; 1 Fire Prevention Specialist; 1 Part-time Inspector; 1 Deputy Chief; 1 Fire Chief; and 1 Department Secretary. Operations personnel work a rotating shift of 24 hours on duty and 48 hours off duty for an average of 56 hours per week.

ABOUT THE TOWN OF ADDISON

Addison is a bustling town alive with entrepreneurial spirit where small start-ups to major corporations are headquartered including Mary Kay and Palm Harbor Homes. Within a compact urban center, Addison has a unique combination of towering office buildings, upscale shopping, beautifully landscaped residential communities, award-winning parks, 22 hotels and over 170 restaurants, all within a 5 minute drive from anywhere in town. Addison is located 13 miles north of downtown Dallas, 16 miles northeast of DFW airport, 11 miles north of Love Field airport and about a mile from The Dallas Galleria. The Addison Airport is a convenient way to arrive for charter and private planes. World-class shopping, excellent restaurants, friendly people and beautiful spaces make Addison a fun place to live, work, play and visit.

The Town of Addison is committed to excellence, both in the services we offer our citizens and the benefits we offer our employees. We pride ourselves in our meticulous attention to detail. We have established a reputation for excellence in individualized service to our residents and businesses, and for our beautiful landscaping and attractive surroundings.

The Town sponsors a number of special events throughout the year including a Taste Addison celebration in partnership with many of our fine restaurants, an exciting Fourth of July with fireworks display, an authentic Oktoberfest celebration, and many other events which attract thousands of visitors into our Town. All in all, we think Addison is the most exciting city in Texas and certainly the best place to work.

In geographical area, the Town of Addison is small, approximately 4.3 square miles. Addison residents currently number just over 14,500. Another 100,000 persons come into Addison every day to work and every evening to dine at the Town's more than 170 restaurants. Also located in Addison are many high-rise office buildings with 10.4 million square feet of Class A office space and 22 hotels that put the community's annual hotel-occupancy receipts in the top ten hotel/motel-tax-grossing cities in the state of Texas. Addison also boasts a multi-million dollar Theatre and Conference Centre, the very popular Addison Athletic Center, and many residential areas including apartments, townhomes, duplexes, and single family.

Addison boasts a Town-owned airport, which is one of the busiest of its type in the nation. The famous Cavanaugh Flight Museum, a privately owned collection of World War II

TOWN OF ADDISON FIREFIGHTER/PARAMEDIC POSITION

airplanes, is located on the Addison Airport property and draws visitors from throughout the country. A tunnel runs under the airport to connect two sections of Keller Springs Road.